

Quick ScienceWorks User Guide:

How to Apply for Interview Opportunities

How to Apply for a Job/Internship

Change your Password

Upload your Resume

How to Apply for Interview Opportunities

- Complete your on-line profile.
- Upload your resume and other required documents when requested.
- Click on 'Interviews you qualify for' to access those opportunities available to you.

WHAT STARTS HERE CHANGES THE WORLD
THE UNIVERSITY OF TEXAS AT AUSTIN

ScienceWorks CAREER DESIGN CENTER

Home My Account Employer Directory Job Search **On-Campus Interview Schedules** Career Events Sign Out

Home

Sign-up for Interviews I qualify for
VIEW ALL Upcoming Interviews

Calendar
Resource Library
My Favorites
I want to...
Report a Hire
View My Activity

Welcome, Krystle Student
To navigate the system use the menu items above.

Announcements

Printer Friendly >

To apply for an on-campus interview schedule: Click on 'on-campus interview schedules I qualify for'. Click on the interview schedule you are interested in, and click 'request interview'. You will then submit your resume.

- Click on the Schedule ID of interest to you.

WHAT STARTS HERE CHANGES THE WORLD
THE UNIVERSITY OF TEXAS AT AUSTIN

ScienceWorks CAREER DESIGN CENTER

Home My Account Employer Directory Job Search **On-Campus Interview Schedules** Career Events Sign Out

Schedules

Below is the list of available schedule for which you meet the minimum requirements.

- View schedule information - click the schedule id for the desired schedule.
- Sort the list of jobs - click on any column heading.

NOTE: a black arrow next to a schedule notes that you have already performed activity on that schedule. You can view this information in My Activity - Schedules.

Schedules

Schedule ID	Organization Name	Linked Jobs	Interview Date	Current Signup Method	Schedule Type
12	Goodman Manufacturing L.P.	Software Developer Full-Time	09/26/2011, 09/26/2011	Application Period Open	Resume Collection
13	Chevron	IT Professional & Intern	10/27/2011, 10/27/2011	Application Period Open	Preselect
14	Johnson Controls	Engineering	09/23/2011, 09/23/2011	Application Period Open	Resume Collection
15	Ning	Software Engineer	09/20/2011	Application Period Open	Resume Collection
16	LinkedIn	Software Engineer	09/29/2011	Application Period Open	Preselect
20	SnapStream Media Inc.	Software Engineer	10/24/2011, 10/24/2011	Application Period Open	Resume Collection
21	Indeed.com	Software Development Engineer Data Analyst	09/27/2011, 09/27/2011, 09/27/2011	Application Period Open	Resume Collection

- Click 'Request Interview'.

WHAT STARTS HERE CHANGES THE WORLD
THE UNIVERSITY OF TEXAS AT AUSTIN

ScienceWorks CAREER DESIGN CENTER

Home My Account Employer Directory Job Search On-Campus Interview Schedules Career Events Sign Out

[Schedules](#) > [Schedule](#)

Page Functions
Request Interview
Calendar
Resource Library
My Favorites
I want to...
Report a Hire
View My Activity

Viewing Schedule: 13/Chevron
Linked Jobs: 13/IT Professional & Intern

You do qualify for job: IT Professional & Intern

Request Interview

Profile View

Posting Information

Below you will find detailed information for this schedule. Click the link for **Organization Name** to view more information about the employer.

Schedule ID: 13

Schedule Reference ? :
Organization Name: Chevron
Linked Jobs:

Job ID	Job Title	Contact Name
13	IT Professional & Intern	

- Select the appropriate resume and other documents when appropriate (many employers request only a resume). Please remember - you must turn off your pop-up window blocker in order to select your resume for application. If the employer requires more than one document (ex: resume and cover letter), you must submit both at the same time.

WHAT STARTS HERE CHANGES THE WORLD
THE UNIVERSITY OF TEXAS AT AUSTIN

ScienceWorks CAREER DESIGN CENTER

Home My Account Employer Directory Job Search On-Campus Interview Schedules Career Events Sign Out

[Schedules](#) > [Schedule](#) > [Add Activity](#)

Calendar
Resource Library
My Favorites
I want to...
Report a Hire
View My Activity

Schedule 13 / Chevron
Your request will not be submitted until you select documents and save.

Schedule: 13
Employer: 5 / Chevron
Job: 13 / IT Professional & Intern

Category Document

Cover Letters:

***Resumes:**

Unofficial Transcripts:

Request Interview **Cancel**

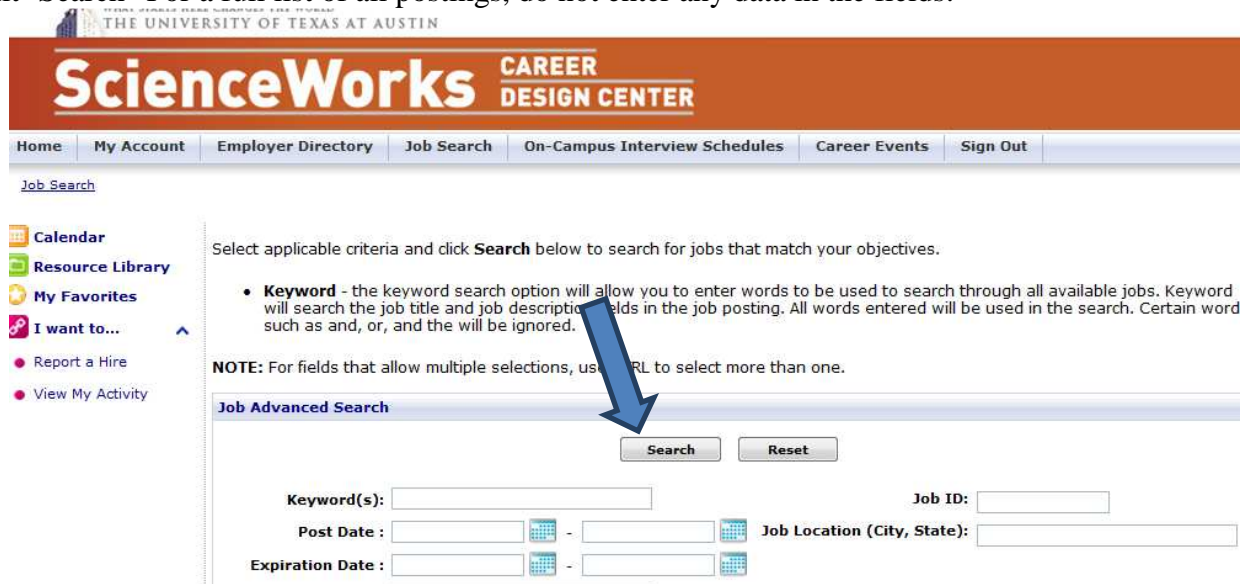
- You can check that your application was made by reviewing your 'My Activity' section, under My Account > My Activity > Schedules > Preselection Activity

How to Apply for a Job/Internship

- Complete your on-line profile.
- Upload your resume and other required documents when requested.
- Click on 'Job Search'.



- Hit 'Search' -For a full list of all postings, do not enter any data in the fields.



- Click on the 'Job ID' of interest to you, you will only have access to those for which you qualify.

WHAT STARTS HERE CHANGES THE WORLD
THE UNIVERSITY OF TEXAS AT AUSTIN

ScienceWorks CAREER DESIGN CENTER

Home My Account Employer Directory Job Search On-Campus Interview Schedules Career Events Sign Out

[Job Search](#)

Calendar
Resource Library
My Favorites
I want to...
Report a Hire
View My Activity

The following jobs meet your search criteria.

- **View job information** - click the job id for the desired job.
- **Sort the list of jobs** - click on any column heading.
- **Perform a different search** - click [Change Criteria].
- **Save a search** - click [Save Search] to save the criteria of a specific search. These can be easily accessed from the Saved Searches section on the Home page.
- **Be emailed when new jobs are posted** - if you would like to be emailed when a new job meets your search criteria, click [Create Job Agent].

Job Search Results [Change Criteria] [Save Search] [Create Job Agent]

Page 1 of 5, items 1 to 40 of 179

Job ID	Job Title	Organization Name	Position Type	Job Location (City, State)	Post Date	Expiration Date
249	Web Application Developer	OrgSync	Full-time, Internship	Dallas, TX	9/1/2011	9/21/2011
250	Front End Developer	OrgSync	Full-time, Internship	Dallas, TX	9/1/2011	9/21/2011
251	Operations Engineer	OrgSync	Full-time, Internship	Dallas, TX	9/1/2011	9/21/2011
83	Information Technology Summer Internship	The Boeing Company	Internship	Puget Sound (WA), St. Louis, Southern California and others	9/1/2011	9/21/2011

A blue 'I' means it has an interview schedule attached. A yellow and blue 'I' means it has an interview schedule and an info session

- Click 'Submit Resume'.

WHAT STARTS HERE CHANGES THE WORLD
THE UNIVERSITY OF TEXAS AT AUSTIN

ScienceWorks CAREER DESIGN CENTER

Home My Account Employer Directory Job Search On-Campus Interview Schedules Career Events Sign Out

[Job Search](#) > [Job Profile](#)

Page Functions
Add To Favorites
Submit Resume
Calendar
Resource Library
My Favorites
I want to...
Report a Hire
View My Activity

Viewing Job: 83/Information Technology Summer Internship

Add To Favorites Submit Resume

Profile View

Position Information Email to Friend

Below you will find detailed information for this job. Click the link for **Organization Name** to view more information about the employer.

If **Submit Resume** is available above, click it to submit your resume directly to this employer. If it is not, please read the Application Instructions below for details on how to send your resume to the employer.

*Job ID: 83
*Job Title: Information Technology Summer Internship
Organization Name: [The Boeing Company](#)
No of Openings: 15
Work Schedule: M-F
Hours per Week: 40

- Select the appropriate resume and other documents when appropriate (many employers request only a resume). Please remember - you must turn off your pop-up window blocker in order to select your resume for application. If the employer requires more than one document (ex: resume and cover letter), you must submit both at the same time.

WHAT STARTS HERE CHANGES THE WORLD
THE UNIVERSITY OF TEXAS AT AUSTIN

ScienceWorks CAREER DESIGN CENTER

Home My Account Employer Directory Job Search On-Campus Interview Schedules Career Events Sign Out

[Job Search](#) > [Job Profile](#)

Select the resume you wish to send to this employer. You can also enter a message to this employer if you wish.

Self Referral

Documents: [Select Documents](#)

Student Message:

Spell Check

Submit

- You can check that your application was made by reviewing your account activity. My Account > My Activity > Schedules > Preselection Activity

Change your Password:

Please change your password upon logging in the first time. To change your password, please go to "My Account" at the top of the screen and then hit "My Profile". Then hit "edit" and type in your new password.

WHAT STARTS HERE CHANGES THE WORLD
THE UNIVERSITY OF TEXAS AT AUSTIN

ScienceWorks CAREER DESIGN CENTER

Home **My Account** Employer Directory Job Search On-Campus Interview Schedules Career Events Sign Out

Student

- My Profile
- My Documents
- My Activity

Calen

Resource Library

My Favorites

I want to...

- Report a Hire
- View My Activity

Profile View Personal Information Demographic Information Skills Additional Information

Personal Information [\[Edit\]](#)

Please review your personal information. Click on the [Edit] link to make any changes.

*First Name: Krystle
*Last Name: Student
*UT EID: 737373737

Upload your Resume:

To upload your resume, go to the top of the screen under "**My Account**" and then on the drop down, select, "**My documents**". This will allow you to upload your resume and any other documents.

The screenshot displays the ScienceWorks Career Design Center interface. At the top, the header includes the University of Texas at Austin logo and the text "WHAT STARTS HERE CHANGES THE WORLD". Below this, the "ScienceWorks" logo is prominently displayed next to "CAREER DESIGN CENTER". A navigation bar contains links: Home, My Account, Employer Directory, Job Search, On-Campus Interview Schedules, Career Events, and Sign Out. The "My Account" dropdown menu is open, showing options: My Profile, My Documents (highlighted with a blue arrow), and My Activity. On the left sidebar, there are links for Student, Calendar, Resource Library, My Favorites, and I want to... (with sub-links: Report a Hire, View My Activity). The main content area shows the "Profile View" tab selected, with sub-tabs for Personal Information, Demographic Information, Skills, and Additional Information. The "Personal Information" tab is active, displaying a message: "Please review your personal information. Click on the [Edit] link to make any changes." Below this message, the following information is listed: *First Name: Krystle, *Last Name: Student, *UT EID: 737373737, *Password: ****, *Address Line 1: 101 College Hill, and Address Line 2: (blank).